## The Albany

**Douglas Way**

#### Deptford

### SE8 4AG

[www.thealbany.org.uk](http://www.thealbany.org.uk)

**Technician**

**Recruitment Pack**

**Job Title:** Technician

Responsible to: Technical Manager

Responsible for: Casual & Freelance Technicians

**Key contacts:** Albany Production and Visitor Services teams, Creative Engagement & Programme teams, Business Development team, Deptford Lounge team

**Contract:** 1 Year fixed term, potential to extend to Permanent

**Salary:** £28,000 - £32,000 per annum, dependent on experience

**Benefits include:** 25 holiday days per annum, plus bank holidays, stakeholder pension scheme, complimentary tickets to Albany performances, Albany CaffA discount, training and development opportunities, health and wellbeing support, hybrid and flexible working policy, access to interest-free season ticket loan and cycle scheme partnership.

**How to apply:**

Please apply via the online platform found on our website by: **7th June 2024**

Interview date: **Monday 17th June 2024**

Q&A Sessions:

We will be holding an information session with the hiring manager **online May 24th 12-2pm**; if you would be interested in joining, please give us an email on vacancies@thealbany.org.uk, and we will send over the link.

Alternatively, our team will be at the Professional Development Hub, ABTT Show, Alexandra Palace, June 5th – 6th, 10am - 4pm - if you have any questions, they'd love to chat to you about them!

**Our Hiring Policy**

The Albany aims to encourage a culture where people can be themselves and be valued for their strengths and we want our team to represent the same diversity of audiences and artists we welcome into our venues every day. We are keen to hear from a diverse range of candidates from all backgrounds drawing on different perspectives, experience and knowledge. We particularly want to encourage people who have lived experience of the Black and ethnically diverse communities we serve.

The Albany will offer an interview to anyone who identifies as a D/deaf or disabled person who meets the essential criteria.

We have a dynamic and flexible internal culture that gives employees control over the way they work and supports wellbeing. We will be as flexible as we possibly can be with supporting staff to balance their work and their personal lives. We are keen to have a conversation to find practical solutions to meet candidates’ own situations whilst meeting the needs of the organisation.

We believe in fair recruitment. We will ensure everyone who wants to be a part of the Albany has the resources and confidence to apply. Feel free to contact us online, over the phone or in person if you need further assistance, or require the recruitment pack or application in a different format.

Recruitment contact: Ceri Ellen Payne

The Albany, Douglas Way Deptford, SE8 4AG

T 020 8692 0231 ext.206; E vacancies@thealbany.org.uk

**About the Albany**

The Albany is an arts centre committed to representing the extraordinary creativity and diversity of Deptford, Lewisham and South-East London. Each year over 60,000 people attend our events, ranging from music to theatre, spoken word and family performances; and take part in our award-winning participatory projects for young people and adults over 60.

Alongside four performance spaces, a bar, café, garden and coworking hub, we offer a range of low-cost rehearsal space, meeting rooms and offices for community and creative businesses. We aim to foster a welcoming and inclusive space where everyone is inspired to be creative, and where artists are supported and developed, in part through programmes such as our Associate Artists and Creative Communities schemes.

The Albany has 23 resident organisations, and manages and programmes Deptford Lounge on behalf of Lewisham Council. We are co-lead of the national Future Arts Centres network and lead partner of Fun Palaces.

**The Albany Values**

1. **Open and welcoming**

We foster an inclusive space, both physically and culturally, where anyone can feel welcome and heard.

1. **A home for ideas, creativity and action**

Everyone has the potential to be creative. We believe that creativity can make real change for individuals and on urgent issues around social justice and the climate crisis.

1. **A connector of people**

We put our communities at the heart of any process. We share our knowledge to shape change and create something better for everyone.

1. **Responsive and flexible**

We’re co-operative, willing to listen and adjust our approach according to the task in hand. We love seeing amorphous ideas become reality.

1. **Committed to representing the extraordinary creativity and diversity of Deptford and Lewisham**

We are deeply rooted in Lewisham and South East London. We advocate for its residents, representing the diversity of our borough and the voices of Black and Global Majority people

1. **Adventurous and ambitious**

We believe that a sense of adventure is essential to achieving our vision. While we are rigorous in our approach and celebrate our successes we’re not afraid to try something new.

**Context for the role:**

The Technician provides high quality, all round technical support (lighting, sound, stage, video, stage management) for receiving & producing plays, gigs, events, other collaborative projects and private hires as well as maintenance for all Albany venues and equipment including our partner site, Deptford Lounge.

You will deliver consistently high personal & production standards to artists, staff, participants and other venue users. Using safe working methods, current technical standards and contribute to the Albany’s vision as a leading venue for excellent and diverse performance art.

You will be able to plan and work independently as well as deputise for the Technical Manager as required.

**Duties and Responsibilities**

* To rig, operate and program lighting, sound, video and rigging equipment alongside stage and scenic construction for shows and events from every genre of performance and technical discipline

* Support these technical requirements for all Albany activity with visiting companies, in-house productions and resident companies both in and outside our venues

* Take responsibility for the successful and timely completion of get in’s, fit ups, rehearsals, tech sessions, notes, get outs and other production-based activities

* Assist in adapting lighting and other technical designs to our spaces and occasionally design for events
* Maintain electrical, technical and digital resources of the building as a whole, with specific responsibilities for the technical equipment including in-service inspection and testing

* Act as the venue’s lead technician and supervise casual and freelance technical staff, providing leadership, guidance and support as appropriate

* Draw and update technical plans for shows and performance spaces

* Ensure backstage areas and storage is kept clean, tidy and comply with in house Health and Safety Policies

* Write and update Risk Assessments and Method statements

* Act as Duty Technician during sessions operated by incoming productions

* Deputise for the Technical Manager as directed, acting as a first point of contact for assigned events and internal technical requests

* Contribute to and lead production meetings

* Be a key holder for the building

* Generally, assist the visitor services team, including occasional venue management

* Have an awareness and passion for new products, equipment and techniques and highlight their potential to colleagues

* Collaborate, build and maintain positive working relationships with visiting companies, resident companies and the Albany team

* Uphold the Albany’s policies and work actively within relevant policies including the Health & Safety, Equality and Diversity, Access, Customer Care and Safeguarding of children and vulnerable adults

* Act as Fire Warden and First Aider, full training will be provided
* This job description is a guide to the nature of the work. It is not wholly comprehensive or restrictive and may be reviewed as required; other responsibilities may be added depending on experience and need.

**Person Specification**

**What we're looking for from you**

Please demonstrate your experience with this criteria in

your personal statement. We welcome applicants who can

demonstrate experience of the following in a wide variety

of ways, including with non-traditional work experience.

**If you only have experience with some of these points,**

**please do still apply!**

* Evidence of substantial experience and track record of successful working in the technical department of a professional performance/ live music environment at a consistent and high level
* Ability to work independently with the capacity and attitude to ensure we always deliver high quality and successful events
* Working knowledge of all technical disciplines including lighting, sound, video, stage, rigging and stage management. Ideally including a working knowledge of:
* One of GrandMA, Chamsys or Avolites lighting desks
* Some experience of ETC lighting desks
* Yamaha digital sound consoles
* QLab 5
* Ability to interpret and create technical drawings and lighting plans
* Ability to adapt lighting designs to the spaces and sometimes produce designs for events
* Operation of FOH sound and foldback in a live sound environment
* Some stage/event management experience
* Ability to plan and organise your own and other’s workload and work effectively in a busy and demanding environment
* Experience of team leadership and supervising the work of others
* A flexible, proactive and solution-based approach to work, with good time management skills
* Flexibility to work unsociable hours, incl. nights, weekends and Bank Holidays
* Physically fit, able to perform manual handling tasks and comfortable working at height
* Highly self-motivated, able to find effective solutions to practical problems and to take responsibility for appropriate decision making
* Strong communication skills with a range of people and environments
* Strong customer care skills, including working with people with access needs
* Knowledge of current Health & Safety guidance, standards and legislation

**You have reached the end of the job pack.**

**We welcome feedback about how you found your recruitment journey with us at vacancies@thealbany.org.uk**

**We’re looking forward to hearing from you.**